



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/026

Date 7 April 2017

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**Country** : MYANMAR

**Description of the assignment** : Consultant (National) – Mobile/IT Skills Technical Trainer and Technical Debugging (iWomen app)

**Period of assignment/services** : 50 working days, completed by 30 June 2017

**Duty Station** : Yangon, with field travel to rural areas

**Type of Contract** : Individual Contract

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmawk Road, Tamwe, Yangon or by email to [bids.mm@undp.org](mailto:bids.mm@undp.org) ; no later than **22 April 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will response in written or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. Background

UNDP in Myanmar is implementing initiatives for rural women's empowerment, gender equality, legal/rights awareness and advocacy, and addressing Gender Based Violence. Under UNDP's Local Governance programme output on civic engagement, a key civil society partner for these activities is May Doe Kabar National Network of Rural Women. With May Doe Kabar, UNDP has co-designed the iWomen-Inspiring Women mobile application (iWomen app) as a platform for channeling multi stakeholder, multi-dimensional support for these initiatives for rural women in Myanmar.

The iWomen app is co-owned by May Doe Kabar National Network of Rural Women and currently managed by UNDP. Content partnerships have been developed with other leading Myanmar women's organizations, centers and networks, Rule of Law Centers and legal rights organizations, local print and broadcast media, and international agencies and INGOs/charities. Version 1.0 of iWomen app was publicly released on 8 March 2016 on the occasion of International Women's Day. During 2016, particular focus was placed on fostering rural women champions through an intensive series of IT literacy trainings across 8 States and Regions and on fostering a growing network of iWomen Volunteers. As of March 2017,

iWomen app has a user base of almost 10,000 users, most of which are rural women members of May Doe Kabar and other rural women's groups.

During 2017, the following activities involving iWomen app are planned.

- (i) Continuing the expansion of the user base, particularly among rural women members of savings/microfinance groups who are a core target audience;
- (ii) Increasing the app's inclusivity and accessibility in rural areas and in multiple ethnic languages;
- (iii) Incorporating additional desired technical functionality in iWomen app based on user demand;
- (iv) Transferring increasing editorial and technical management capacities to May Doe Kabar National Network of Rural Women, especially to IT focal points in each Township Leading Group;
- (v) Further developing the app's content and functionality as a learning, community awareness raising, referrals, coordination and action platform, particularly for women's rights and addressing Gender-Based Violence;
- (vi) Further developing the iWomen volunteers network capacity to systematically expand IT Literacy training programme to village level;
- (vii) Continued debugging of iWomen app based on systematic testing and user feedback;
- (viii) Further developing the long-term sustainability of iWomen app.

Several technical consultants bringing together different areas of skills are required to accomplish these results work during 2017. These Terms of Reference refer to the National Consultant role of Mobile/IT Skills Technical Trainer and Technical Debugging for iWomen app.

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**  
Please see TOR attached.

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**  
Please see TOR attached.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested Individual Consultant must submit the following documents/information to demonstrate their qualifications:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; (Please see Template attached at Annex- 4)
- b) **Personal CV/P11**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; (Please see Template attached at Annex- 3)
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment;

### **Financial Proposal**

**\*\* Consultant/Contractor whose assignment require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays after they are selected.**

## **5. Financial Proposal**

### **Fees**

**Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### **Travels**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex- 4)

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology.

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterial for qualifications obtainable score: 100 points.

- Education (20 points)
- Professional Experience – Android mobile app (30 points)
- Experience – IT/mobile skills training (30 points)
- Familiarity with iWomen app (20 points)

### **ANNEXES**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- GENERAL CONDITIONS OF CONTRACT**

**ANNEX 3- P-11 for ICs**

**ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal**